RELI – Referral List

This screen is used to display referral messages for Social Service Specialists and WoRC Case Managers. The referrals displayed are specific to the Worker Type and Service County Number entered.

```
RELI                        REFERRAL LIST              11/10/03  14:04:03
                                                       KIM   C


 INQUIRY START DATE: 11102003  <===
 WORKER TYPE/COUNTY NUMBER: T 56 <===
 S
 E     CASE/ID#     REFERRAL MESSAGE
 L     000028       CASE HAS BEEN TRANSFERRED FROM SERVICE COUNTY 25
       EM1234       CAPS EMERGENCY ASSISTANCE REFERRAL (JANE DOE)














 PF6-FIRST PAGE  PF7-PRIOR PAGE  PF8-NEXT PAGE                    NEXT-->


```

Solid arrow = Mandatory field. Open arrow = Optional Field.

Mandatory Fields   ([F1] indicates Online Help is available.)

WORKER TYPE/COUNTY NUMBER

In order to display data on RELI, the Worker Type and County Number must be entered.

Optional Fields

INQUIRY START DATE

This field defaults to the current date. This field can be updated, to display the referrals for the Worker Type and County Number for the entered date.

SEL

Any character may be entered here, to select an Emergency Assistance referral and access detailed information on the CEAR (CAPS Emergency Assistance Referral) screen.

Display Fields

CASE/ID#

The case number or the EM referral ID number display here.

REFERRAL MESSAGE

Referral messages for the entered Worker Type and County Number are displayed here.

Navigation Fields and Fkeys

NEXT- ->	This field allows the user to access the next desired screen by typing the screen name.
F2	The F2 key returns to the last TEAMS *menu* that was accessed.
F3	The F3 key returns to the SYSE (System Selection) menu.
F6	The F6 key displays the first RELI screen for the Worker Type and County Number.
F7	The F7 key displays the previous RELI screen for the Worker Type and County Number.
F8	The F8 key displays the next RELI screen for the Worker Type and County Number.
F10	The F10 key accesses the CANO (Case Notes) screen.
F12	The F12 key clears any new data typed on the screen.

Tips on RELI

➢ There are different referrals, which will display on RELI.

- o If T and a county number is entered (T 56 for example), TEAMS will display all cases transferred to Yellowstone county and all EM referrals on the inquiry date.

- o If J and a county number is displayed (J 56 for example). TEAMS will display cases with the WRC or SCE stored on FAIA, and cases that have the WoRC association transferred in to that county.

➢ Referrals will display on RELI the next working day.

➢ RELI displays the referrals for the current date, by default. To see referrals for a different date, type in the new date (MMDDCCYY format) and press Enter.

➢ Referrals will be available on RELI for a minimum of 30 days. Information will be purged from RELI at the end of each month. For example, referrals created on 1/15/04 will be purged on 2/28/04. If you try to enter a date for referrals that have already been purged, TEAMS will display an error message.

➢ For more information, please access the TEAMS Training Website at:

https://dphhs.mt.gov/sevp/teams/teams_tools/teams_tools_home.htm

➢ If you press F10 to go to Case Notes, a case number may need to be entered (if the case number is not on a menu) since RELI is not a case specific screen.